
Subject: Electric Breast Pumps

Effective Date: October 1, 2007

Revised from: December 1, 2006

Policy: Local WIC clinics may provide electric breast pumps and collections kits to WIC clients in the following situations:

- ❖ Mother or infant is hospitalized
- ❖ Premature infant unable to nurse effectively
- ❖ Infant with a severe feeding problem (e.g. cleft lip or palate)
- ❖ Infant is sick and unable to nurse
- ❖ Mother is sick for an extended period of time and/or on medication that is contraindicated for breastfeeding. The electric pump will allow breastmilk supply to be maintained until the infant can safely return to breastfeeding.
- ❖ Separation of mother and infant for more than 24 hours
- ❖ Mother of twins or other multiples
- ❖ Mother is physically unable to hand express or use a manual breast pump
- ❖ Home visit for engorgement (one time or overnight use only – contract must be completed for overnight use)
- ❖ Relactation
- ❖ IBCLC determines a need

Procedure:

1. The clinic breastfeeding coordinator/designee must:
 - a. Ensure that the client is on the WIC program as breastfeeding before issuing an electric breast pump.
 - b. Educate client/designee on pumping frequency to maintain milk supply. Provide additional information or print materials as needed. “Helpful Hints for Using a Breast Pump” is available to print for the client in the Resources Section on the Nutrition and WIC Services Website, <http://kdheks.gov/nws-wic/index.html>
 - c. Assure that the client/designee is able to assemble and disassemble and clean the pump. The flyer, “Breast Pump Cleaning Instructions,” is available to print for the client in the Resources Section on the Nutrition and WIC Services Website, <http://kdheks.gov/nws-wic/index.html>
 - d. Instruct client on how to use the pump including parts replacement (how to order replacement parts) and/or equipment needed to operate the pump (e.g. batteries, filters, disposable plastic bags, etc.)
 - e. Instruct client/designee to discontinue the use of the pump if discomfort occurs.

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- f. Document the issuance and reason for issuance on the Notes Window in KWIC and on the Breast Pump Issuance Log (see Forms Section.) The KWIC Administrator should add a Staff Reminder "Review Breast Pump Agreement" to the Staff Reminders Tab to use as a reminder to staff to check with the client issued a breast pump at each subsequent visit about usage, problems, and questions.
 - g. Review and have client complete the Electric Breast Pump Loan Agreement (see Forms Section.) The client and WIC staff must both sign the agreement. Provide client with a copy and file the clinic's copy. (In a notebook designated for breastfeeding forms, with the breast pump logs or in the daily file for diet sheets, etc. as determined by the local clinic policy.)
2. Follow up with the client receiving the electric breast pump regarding any questions, concerns or problems. At a minimum the following should be documented in the client's KWIC record:
 - a. A subsequent contact (may be a phone call) within one week of issuance of the breast pump. Document on the Notes Window in KWIC.
 - b. A contact at every check pickup. Use the Staff Reminders Tab as in 1.f. above for staff reminders.
3. If an electric breast pump is lost or damaged, the breastfeeding coordinator/designee must report the loss or damage to the State WIC Office.
4. Steps to follow when an electric breast pump is returned.
 - a. Electric pumps only are to be returned. Collection kits are for individual use only and should NOT be returned to the WIC Program.
 - b. Enter return information on the Breast Pump Issuance Log and in the client's KWIC record (use the Notes Window.) Mark the Staff Reminder "Review Breast Pump Agreement" as completed on the Staff Reminder Tab.
 - c. Clean using the procedure in #5. Replace missing parts if necessary.
 - d. Provide a new collection kit to each client using an electric breast pump.
 - e. Store electric breast pumps and collection kits in a secure area.
5. Cleaning and sanitizing hospital grade electric breast pumps
 - a. When a client returns a pump, place the entire pump and pump case unit inside a heavy-duty plastic bag. Keeping a pump in a sealed airtight bag for 2 -3 days will usually kill

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insects that may have crawled into the pump motor casing or pump case. Twist the top of the bag and securely close it with a twist tie.

- i) Record the pump serial number and date of return on the outside of the bag.
 - ii) After 2 – 3 days remove the pump from the bag and clean. Consider cleaning pump in a location away from clean pumps to avoid cross contamination.
- b. Spray the front and back air vents with compressed air to remove dust and/or insects. (If there is an insect infestation, it will usually be noticed at this time.) Tilt pump forward and tap gently on a hard surface as a secondary check for insect infestation. If infested, see “e” below.
 - c. Clean exterior surface of pump, pump case, and the styrofoam that lines the pump case with a mild bleach solution or other disinfectant. Clean all accessible crevices thoroughly. Air dry. Replace missing parts. Repackage.
 - d. Just prior to re-issuing the pump, remove pump from case and spray vents with compressed air as a tertiary check for dust and infestation.
 - e. Insect infested electric breast pumps can be returned for cleaning.

i)Returning Medela breast pumps:

- The charge is \$60.00 for sanitizing the pump. The warranty does not cover infestation. (Medela provided information July 27, 2005/rev. 10/25/2006)
- Call Medela customer service at 1-800-435-8316 to acquire a Return Authorization Number. This number must be placed on the outside of the package along with the word “Infested.”
- The pump should be double bagged and sealed tightly. A handling fee of \$50 will apply if the pump is not returned double bagged and sealed.
- Provide a short note inside the box indicating whether the pump is or is not functioning properly and whether repairs are needed. Medela will provide a Price List for repair information.
- Medela will clean and return the pump to the local clinic within five days of receipt. Medela will cover the return shipping and handling expense.
- Damage or needed repairs may delay the return. Medela will request repair authorization and a PO number before repairs are made.

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- Ship pump to: Medela, Inc.
P.O. Box 660
McHenry, IL 60051-0660

ii) Returning Hollister/Ameda electric breast pumps:

- Call 1-800-323-4060, select the WIC Agency Section. Have the Serial Number available and ask for a Return Goods Authorization, which will provide the return address.
- The fee for cleaning is \$70.00
- Double bag the pump and seal tightly. Place the Return Goods Authorization number on the outside of the box along with the word "Infested."

6. Accountability and security of electric breast pumps:

- a. The breastfeeding coordinator/designee is responsible for the care, security, and return of electric breast pumps.
 - i) All electric breast pumps and attachment kits must be stored in a secure area.
 - ii) All electric attachment kits must be stored in original, unopened packaging.
- b. The breastfeeding coordinator/designee is responsible for the tracking of electric breast pumps loaned to clients until the breast pump is returned.

7. The breastfeeding coordinator/designee may recall an electric breast pump for an infant or breastfeeding WIC client who has a higher priority.